



Republic of the Philippines  
**PHILIPPINE STATISTICS AUTHORITY**  
Regional Statistical Services Office VII

**REQUEST FOR QUOTATION**


The Philippine Statistics Authority-Regional Statistical Services Office VII (PSA-RSSO VII) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement, **Shopping** for the **Supply and Delivery of Janitorial, Office, IT and Electrical Supplies and Office Equipment for the 1<sup>st</sup> Quarter**.

Name of Project	Supply and Delivery of Janitorial, Office, IT and Electrical Supplies and Office Equipment for the 1 <sup>st</sup> Quarter
Solicitation (If posted at the PhilGEPS)	0700-2017-02-001
Purchase Request No.	0700-2017-02-007
Location	Cebu City
Brief Description	Office Equipment for the 1 <sup>st</sup> Quarter
Quantity	See page 2 of the RFQ
Approved Budget for the Contract (ABC)	₱ 30,000.00 (Category C – Office Equipment)
Contract Duration	
Date of Delivery	Within March 1-17, 2017

Please quote your best price on the item/s listed below and submit personally your **SEALED QUOTATION** on or before **February 28, 2017, 5:00 p.m.** through the address below or through telefax nos. **(032)412-6794 / 256-0470** or through email address **(psa07.rbac@gmail.com)**:

*Bids and Awards Committee (BAC)  
Philippine Statistics Authority – RSSO VII  
Gaisano Capital South Bldg, Colon St. Cebu City*

*Attn.: Ms. Irish B. Velasco  
BAC Secretariat  
Contact Nos.: (032)412-6794/256-0592*

  
**ENGR. LEOPOLDO P. ALFANTA JR.**  
BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest Calculated Responsive Bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification as follows:
  - Mayor's/Business Permit
  - PhilGEPS Registration Number/Certificate
6. Award of contract shall be made to the Lowest Calculated Responsive Bidder and that it complies with the specifications and other terms and conditions as stated in the RFQ.
7. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.
8. Mode of payment shall be made either through check or Advice to Debit Account (ADA) to the supplier.

BID FORM

Item/s and specification/s (minimum)	Unit	Qty.	Approved Budget Cost (ABC)	Unit Price (in Peso) Please indicate your offer/price here.	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
						YES	NO
Microphone with cord, good quality  <i>Note: Please specify the brand or provide sample/pictures of the item being offered.</i>	pc	3	10,000.00			( )	( )
TOTAL AMOUNT IN WORDS : _____							

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

TIN #: \_\_\_\_\_ (Please specify if VAT or NON-VAT)

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_